School Facilities Maintenance Template & Capital Improvement Software
User Evaluation 2010

Survey Identifier – To assure a representative sample and avoid duplicate entries, we ask you to answer one preliminary question. What is the name of your School Administrative Unit or School Union?

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Part A.
MAINTENANCE – Maine School Facilities Maintenance Plan (MeSFMP) – Template

1. **Maintenance** – How would you rate the Maine School Facilities Maintenance Plan (MeSFMP) **Templates**? (check one)
   a. 1 – unacceptable
   b. 2 – poor
   c. 3 – average
   d. 4 – good
   e. 5 – excellent
   f. We do not use it

2. **Maintenance** – Which position is responsible for **managing** maintenance data at your school? (Check one)
   a. Administrative Assistant
   b. Assistant Superintendent
   c. Buildings and Grounds Supervisor
   d. Business/Operations Manager
   e. Consultant
   f. Custodian Supervisor
   g. Facilities Director
   h. Maintenance Manager
   i. Principal
   j. Superintendent
   k. Other _____

3. **Maintenance** – Which **maintenance information** does your school track? (check all that apply)
   a. Maine School Facilities Maintenance Plan (MeSFMP) Template
   b. Deferred maintenance
   c. Predictive maintenance
   d. Preventative maintenance
   e. Routine annual maintenance
   f. We do not track maintenance information

4. **Maintenance** – Does your school write, or have on file, a **Maintenance Plan** and update it each year? (check one)
   a. Yes
   b. No
   c. Not sure

5. **Maintenance** – What type of **maintenance training** would be most beneficial to your district? (check one)
   a. Maintenance – I. Basic (work orders, operations and maintenance)
   b. Maintenance – II. Intermediate (tracking and project management)
   c. Maintenance – III. Advanced (writing and managing a Annual Maintenance Plan)

Part B.
CAPITAL IMPROVEMENT – School Facilities Management System (SFMS/VFA) – Software

6. **Capital Improvement** - How would you rate the School Facilities Management System (SFMS/VFA) **Software** (also known as VFA or CAM)? (check one)
   a. 1 – unacceptable
   b. 2 – poor
   c. 3 – average
   d. 4 – good
   e. 5 – excellent
   f. We do not use it (skip to question #9)

7. **Capital Improvement** – Which position is responsible for **managing** <u>capital improvement data</u> using the School Facilities Management System (SFMS/VFA) at your school? (check one)
   a. Administrative Assistant
   b. Assistant Superintendent
   c. Buildings and Grounds Supervisor
   d. Business/Operations Manager
   e. Consultant
   f. Facilities Director
   g. Maintenance Manager
   h. Principal
   i. Superintendent
   j. Other _____

8. **Capital Improvement** - Which School Facilities Management System (SFMS/VFA) **functions** do you use? (check all that apply)
   a. Building Survey - Complete the SFMS (VFA.auditor) building survey (initial data entry)
   b. Photographs - Attach photographs to the data files for each building
   c. FCI - Calculate the Facility Condition Index (FCI) for each building
   d. Forecast - Run funding renewal forecast graphs (to show decision makers your funding needs)
   e. Estimates - Create estimates for construction projects using SFMS/VFA
   f. Utility Tracking - Use the *new* SFMS/VFA tab on the Asset record to input historical usage and cost data for specific utilities to be used in calculating savings from actions that conserve energy or water use
   g. Sustainability - Use the *new* SFMS/VFA (VFA.facility Green) sustainability reports to evaluate the impact of tradeoffs between conventional actions and green alternatives

9. **Capital Improvement** – Does your school write, or have on file, a 10 year **Capital Improvement Plan** and update it each year? (check one)
   a. Yes
   b. No
   c. Not sure

10. **Capital Improvement** – What type of **capital improvement training** (School Facilities Management System) would be most beneficial to your district? (check one)
   a. Capital Improvement – SFMS – I. Basic (start up and data entry protocols)
   b. Capital Improvement – SFMS – II. Intermediate (reports, analysis, projects)
   c. Capital Improvement – SFMS – III. Advanced (writing and managing a Capital Improvement Plan)
   d. I have not attended the SFMS/VFA training

Part C.
GENERAL USE

11. **General Use** – What one thing will help your district with facilities management (services, software, assistance, etc.)?

12. **General Use** – Are you able to use the SFMS/VFA "dash board" and/or "reports" to present your facilities data to your School Board as a tool to influence local community policy makers about your school facilities funding needs? (check all that apply)
   a. Yes, I am able to present facility data using the SFMS/VFA dash board and/or reports
   b. No, I do not know how to use the dash board and/or report sections of SFMS/VFA
   c. We use an outside consultant to make facility presentations to our School Board
   d. We do not use the SFMS